

<i>SUPERVISORY AND MANAGERIAL</i> <i>ETTA CAMPBELL, COORDINATOR 757-4124</i>

UPDATED: 05 MAY 2000

BASIC PROJECT MANAGEMENT

COACHING, COUNSELING, AND CONFRONTING

DYNAMIC LEADERSHIP

INTRODUCTION TO PERSONNEL MANAGEMENT

LEADERSHIP COMMUNICATIONS: CONFIDENCE & COMPETENCE
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SUPERVISION I: INTRODUCTION TO SUPERVISION
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SUPERVISION II: SHAPING THE PERFORMANCE OF OTHERS

COURSE TITLE:	BASIC PROJECT MANAGEMENT	
VENDOR:	Stanley E. Portny & Associates 44 Dorison Drive Short Hills, NJ 07078	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATES:	NOMINATION DEADLINE:
475817	07–09 August 00	08 July 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>This program will introduce participants to key techniques and approaches for effective project planning, organizing and control. Topics will include:</p> <ul style="list-style-type: none"> • Defining Project Purpose, Desired Outcomes, Constraints and Assumptions (the Statement of Work); • Identifying Key Project Participants (the Audience List); • Developing a Comprehensive List of Project Activities (the Work Breakdown Structure); • Specifying Project Roles and Responsibilities (the Linear Responsibility Chart); • Developing and Displaying a Realistic and Achievable Project Schedule (the Network Diagram, Key Events and Activities Lists and Gantt Chart); • Estimating Required Personnel Resources (the Skills Roster, Human Resources Matrix, Person Loading Chart and Person Loading Graph); • A Systematic Process for Controlling Project Schedule and Resource Expenditures; • How to Hold People Accountable over Whom You Have No Direct Authority; and • Keys for Creating and Keeping a Supportive Project Environment and a Motivated Team. 	
AUDIENCE:	Managers and team members of small, medium and large projects, as well as others who support projects.	
LENGTH:	3 Days	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$500	

COURSE TITLE:	COACHING, COUNSELING, AND CONFRONTING	
VENDOR:	Cornerstone Management Services, Inc. 4309 Cox Road Glen Allen, VA 23060	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
475982	07 – 08 June 00	07 May 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This workshop distinguishes and defines the activities of coaching, counseling and confronting. For many formal and informal leaders, the techniques and issues surrounding these activities are difficult to identify and control. This workshop answers questions of how, when and where to perform these skills. Practical steps provide tools for effectively performing in each of these situations while maintaining a focus upon both the needs of the employee and the work responsibilities. Workshop exercises provide opportunity for participants to practice the tools and skills relative to their particular work circumstances and issues.	
AUDIENCE:	This course is designed for those in supervisory positions or those who have been designated as team leaders.	
PREREQUISITE:	None	
LENGTH:	2 Days	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
COST:	\$285	

COURSE TITLE:	DYNAMIC LEADERSHIP	
VENDOR:	Stanley E. Portny & Associates 44 Dorison Drive Short Hills, NJ 07078	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATES:	NOMINATION DEADLINE:
475823	18 – 20 September 00	21 August 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>This program is designed to define “leadership” and what it entails, study the characteristics of successful leaders, explore how effective leaders can help to ensure success and help participants determine their leadership style. Topics addressed:</p> <ul style="list-style-type: none"> • Leadership vs. Management • What Effective Leaders Do • Motives of Leaders • Key Leadership Traits • How to Motivate and Inspire Others • Self-Assessment of Personal Leadership Style • How to be an Effective Leader • The Preparation of a Leadership Development Plan 	
AUDIENCE:	This course is designed for anyone interested in leadership roles and dynamics.	
PREREQUISITE:	None	
LENGTH:	3 Days	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$500	

COURSE TITLE:	INTRODUCTION TO PERSONNEL MANAGEMENT	
VENDOR:	Human Resources Department Naval Air Warfare Center Aircraft Division Patuxent River, MD 20670	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATES:	NOMINATION DEADLINE:
475810	26 - 29 June 00	26 May 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is required for employees recently appointed to supervisory positions. Topics include: Employee and Labor Relations, Benefits, Prevention of Sexual Harassment, AIDS in the Workplace, Civilian Employee Assistance Program, Position Management, Staffing and Classification, Performance Appraisal Process, Employee Development, Equal Employment Opportunity and the Discrimination Complaints Process, Safety and Security.	
OBJECTIVE:	At the conclusion of this course, supervisors should be equipped to deal with a variety of personnel issues which affect their employees.	
AUDIENCE:	All newly appointed supervisors and managers within six months of their appointment to a supervisory position.	
PREREQUISITE:	None	
LENGTH:	4 Days	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).	
COST:	None	

COURSE TITLE:	LEADERSHIP COMMUNICATIONS: CONFIDENCE & COMPETENCE	
VENDOR:	Cornerstone Management Services, Inc. 4309 Cox Road Glen Allen, VA 23060	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
476422	14–15 August 00	17 July 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This workshop is for all personnel who want to improve their leadership communication skills. It is designed to help attendees develop and renew personal effectiveness in influencing others, dealing with criticism, negotiating, asserting personal values and expectations, confronting problem behaviors and feeling in control of situations.	
OBJECTIVE:	<p>At the conclusion of this course, participants should be able to:</p> <ul style="list-style-type: none"> • Possess the fundamental skills and practices of effective communication. • Know how to negotiate effectively for win-win solutions. • Develop a personal improvement plan for leadership communications. • Apply communication skills to real situations. • Modify own personal communication style to better communicate with others. 	
AUDIENCE:	All personnel in a supervisory or team lead position. Others are welcome to attend dependent upon space availability.	
LENGTH:	2 Days	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$285	

COURSE TITLE:	SUPERVISION I: INTRODUCTION TO SUPERVISION	
VENDOR:	Cornerstone Management Services, Inc. 4309 Cox Road Glen Allen, VA 23060	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
486655	21-24 August 00	21 July 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>This is a practical skills workshop for all levels of personnel with responsibility for coordinating, leading, and supervising the work of others. It is designed for those in supervisory or team lead positions, and is comprised of lectures, discussions, videos, individual and group projects, skills practice and class interaction. The course content includes:</p> <ul style="list-style-type: none"> • Fundamentals of managing and leading • Interpersonal skills • Coaching/ counseling • Influencing specific performance improvements • Performing leadership and enjoying the work • Problem solving • Implementing change • Managing workload 	
AUDIENCE:	This course is designed for those in supervisory positions or those who have been designated as team leaders. It is required for all new supervisors in a probationary period.	
PREREQUISITE:	None	
LENGTH:	4 Days	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$650	

COURSE TITLE:	SUPERVISION II: SHAPING THE PERFORMANCE OF OTHERS	
VENDOR:	Cornerstone Management Services, Inc. 4309 Cox Road Glen Allen, VA 23060	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATES:	NOMINATION DEADLINE:
475950	14 – 15 August 00	10 July 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>This is a skills development workshop for personnel with responsibility for supervising and shaping the work performances of others. It reinforces the practices of positive coaching and problem solving with employees. Emphasis is placed upon assessing performance, dealing with complaints and grievances, dealing with difficult people, using positive discipline, developing individual performance improvement plans and gaining support for personnel actions. Strategies are discussed for developing your personal technical competencies and emotional strengths for confronting and addressing performance improvement of others. Topics include:</p> <ul style="list-style-type: none"> • Taking responsibility for the performance of others • Dealing with complaints and grievances • Dealing with conflicts • Using positive discipline • Managing a diverse workforce • Performance Appraisal 	
AUDIENCE:	This course is designed for those in supervisory positions or those who have been designated as team leaders.	
PREREQUISITE:	This course is stand-alone for seasoned supervisors. Newly appointed supervisors should take Supervision I prior to taking this course.	
LENGTH:	2 Days	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$285	

